



PR, MARKETING & EVENTS

Junior Account Executive Vacancy Brief - London Office

About Bubble Agency

Bubble Agency is at the heart of the fast-paced and innovative media and entertainment industry. We are the leading global full-service boutique agency, providing PR, marketing and events expertise to the film, broadcast, media technology, sports and AV industries.

In our 23-year history, we have launched some of the most exciting technological innovations that shape the way we consume media today and our clients are behind some of the most popular content on screen. None of our achievements would have been possible without our amazingly talented team.

And this is your opportunity to join Team Bubble! You will be part of an inspiring team that rewards talent and creativity and develops potential. We are proud to have been a finalist for the 2022 PRCA Dare Awards' Team Culture and Community Award and at the 2023 UK Company Culture Awards in the Best Agency To Work For category, and we continue to place our team and their well-being at the heart of everything we do.

The right candidate will share our company values, be passionate about communications, media and technology, and enjoy being part of a sociable team and attending international trade shows. We are headquartered in Holborn, London, with an office in Los Angeles and team members in New York, Portland, and Dubai.

If you like the sound of us, we would like to hear from you. To apply for the role, please send your CV and a 100-word cover letter or video on why you'd like to be a Bubble to Emma Pritchard at careers@bubbleagency.com.

Our values

- Teamwork
- Ambition
- Consideration
- Transparency

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Job title	Junior Account Executive
Role Overview	<p>Junior Account Executives at Bubble are a crucial part of the PR team, and as such, they must be highly motivated and take a proactive approach to everything they do. They should be a self-starter, hold a strong desire to learn, develop and build media relationships, and feed their passion for technology and communications by taking an active role in agency life and the sectors the agency’s clients sit in through networking. They must be social and inquisitive and use these qualities to build and develop lasting press relationships and draw upon this network to pitch and secure opportunities for clients.</p> <p>Their primary job is to support their account team(s) by ensuring all crucial administrative tasks run like clockwork, from researching and tracking media, awards and speaking opportunities, through pitching to press and influencers, and delivering and presenting the detail on each opportunity to the account team, or to the client directly. Their attention to detail and organisation skills are second to none as they seamlessly work across multiple accounts to ensure opportunities are secured, developed and brought to all clients and reporting is delivered error-free and on time.</p> <p>Junior Account Executives play another key role in supporting the company by taking up the mantle of being a company Ambassador - they are assigned a specific area of responsibility to track, manage and report back on, such as being responsible for tracking awards for the company to enter, as well as industry awards, through to assisting with the agency’s own PR.</p>
Job Responsibilities	<p><u>Account Responsibilities</u></p> <p>Campaign planning and delivery:</p> <ul style="list-style-type: none"> ● Client trackers: responsible for updating client trackers on a daily basis with status updates on opportunities, ensuring all content is accurate and error-free ● Monthly reports: responsible for producing monthly client reports to a high quality with accurate details and results, on time for all accounts, working with the Account Manager (AM) ● Client KPIs: work with the AM to meet the client’s monthly coverage KPIs and help fill any gaps by generating ideas and pitch to press to secure needed opportunities ● Media planning: work with AM on delegated tasks to ensure monthly media targets are met and accountable for delivering on them

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	<ul style="list-style-type: none">● Coverage tracking: accountable for monitoring/scanning for coverage, clipping and collating this coverage, and informing the relevant account team or client of coverage wins as they happen● Editorial calendars: proactively track and obtain the synopsis for relevant upcoming editorial features for all clients and update and inform your account team(s)● Media liaison: regularly pitch client news, features and interviews to target media for all clients● Content creation: draft and proof-read content such as press releases, media alerts and bios, bringing excellent attention to detail to ensure the accuracy of work.● Speaking opportunities: find and assess speaking opportunities regularly to pitch to clients in order to meet our KPIs● Award opportunities: find and assess award opportunities regularly to pitch to clients. Produce award submission drafts, manage input from the wider team and coordinate the submission process● Work in sync with the AM on brainstorming ideas for clients and be an active contributor in the sessions● Client interaction: attend client meetings/calls, produce agendas, take meeting notes, record actions and sending follow-up emails <p>Client relationships:</p> <ul style="list-style-type: none">● Assist the AM in handling and solving any issues that arise relating to client requirements. Take the opportunity to learn from these and note the lessons learned● Have a role to play on client calls by updating the client on any media, awards and speaking opportunities● Get to know your clients - what they do, their competitors, their technology, and the industries they work in <p>Media relationships:</p> <ul style="list-style-type: none">● Mainstream media and influencer relations: help to achieve big-ticket tier one coverage for clients by sharing creative and targeted pitch ideas with the AM and Account Director (AD). Assist with carrying out any plans to target them with client news, stories and feature ideas● Sector media relations: proactively work on suggestions for creative pitches, ways to sell in to the media and secure solid and appropriate coverage for all clients● Press lists: responsible for maintaining and updating the press lists. Use this to get to know the industry press inside out● News hijacking: regularly read target media including newspapers, magazines, newsletters, and online sites. Proactively look for news hijacking opportunities, draft
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	<p>comment responses and work with AM to pitch these to the media</p> <ul style="list-style-type: none">● News distribution: responsible for the distribution of client press releases to target lists and assessing if outlets are not covering client news, flag these to the AM and work together to establish why this is and problem solve to fix it● Analysts: research analysts in the industry and share ideas of how Bubble can develop its profile with them <p>Growing accounts and new business:</p> <ul style="list-style-type: none">● Provide administrative support to new business pitches as well as contributing campaign ideas and any research findings● Develop your presentation skills by reviewing pitch documentation and observing pitches where appropriate. Take note of lessons learned/feedback to inform subsequent pitches <p><u>Company Responsibilities</u></p> <ul style="list-style-type: none">● Tradeshows, events and awards: provide support to the entire team for local and international tradeshows, ensuring the show admin runs like clockwork. Attend local events and award ceremonies as appropriate● Ambassador role: take on your assigned role with pride and passion and approach it with determination● Be an active participant in any brainstorm and ideas creation sessions● Encourage company engagement among your peers and be a champion of the Bubble values and behaviours - Teamwork, Ambition, Consideration and Transparency (TACT). Display these values in your everyday work, encourage them in others, identify opportunities to display them more● Feed your passion for technology and business. Be curious about the industries we work in and the changing media landscape. Start to create connections by attending industry events, keep up to date on industry trends by regularly reading the industry news and subscribing to key publications, be an active participant in relevant forums and on social media● Interact with the other JAEs/AEs to gather/share knowledge and best practices, work together to problem-solve any issues and generate a positive environment to share suggestions for the future● Professional Development: ensure you have your Professional Development Plan (PDP) in place and be accountable for delivering on your development actions.
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	<ul style="list-style-type: none"> ● Contribute regularly to Bubble Agency’s social media and online presence. Share any best practices and top tips with the whole team ● Be an active participant in company welfare initiatives, fostering a culture of engagement. Share ideas for any welfare activities and drive the delivery of these. Be mindful of your colleagues’ wellbeing and flag any concerns ● Ensure you have the knowledge and skills to use the key tools and technology Bubble uses. Share any top tips and knowledge with the wider team ● Take on any ad hoc administration duties and volunteer to help out
Reporting to	Account Manager
Salary band / benefits at this level	<p>The Junior Account Executive will be offered a fantastic package including:</p> <ul style="list-style-type: none"> ● £22,000 - £24,000 – basic salary per annum based on experience ● Annual performance-based bonus ● 21 days’ holiday, plus Christmas period closure break (25 days annually in total) ● Additional holiday days awarded for long service ● Flexible working patterns/hours ● 3pm Friday finish for 8-weeks during the summer months ● Enhanced maternity and paternity package ● Company pension ● Private healthcare ● Annual bucket list scheme ● Training and development programme
Proposed start date	ASAP
Our recruitment process	<p><i>Once a CV has been accepted the candidate will go through the following process:</i></p> <ul style="list-style-type: none"> ● Stage 1 – Initial video interview with our Talent Manager. Please allow 30 minutes ● Stage 2 – Task completion ● Stage 3 – In-person interview with Managing Director, Account Manager and Talent Manager. Please allow 1 hour ● Stage 4 - Final in-person interview with CEO, Managing Director and Talent Manager. Please allow 1-hour
Candidate specifics	<p>Our new Bubble must:</p> <ul style="list-style-type: none"> ● Have some relevant work experience for a minimum of 6-months ● Have a good knowledge of social media and other online tools

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	<ul style="list-style-type: none">● Be organised and be able to work under pressure and to tight deadlines● Be a confident team player who can adapt easily to different situations● Have good spoken and written communications skills● Be detail focused and have excellent attention to detail● Be able to build effective working relationships internally and externally● Have a professional mind-set with a good understanding of business● Be willing and able to work a tradeshow – we love them in our industries● Be prepared to travel, including overseas● Bring a good positive energy with a proactive, can-do attitude● Be a media hound who's passionate about pitching and selling in stories● Be an excellent timekeeper who's able to think on their feet and juggle multiple tasks● Be proficient in the use of Microsoft Office products including Outlook, Excel, Word and PowerPoint
Additional info	More information about our clients and the way we work can be found at our website www.bubbleagency.com

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